

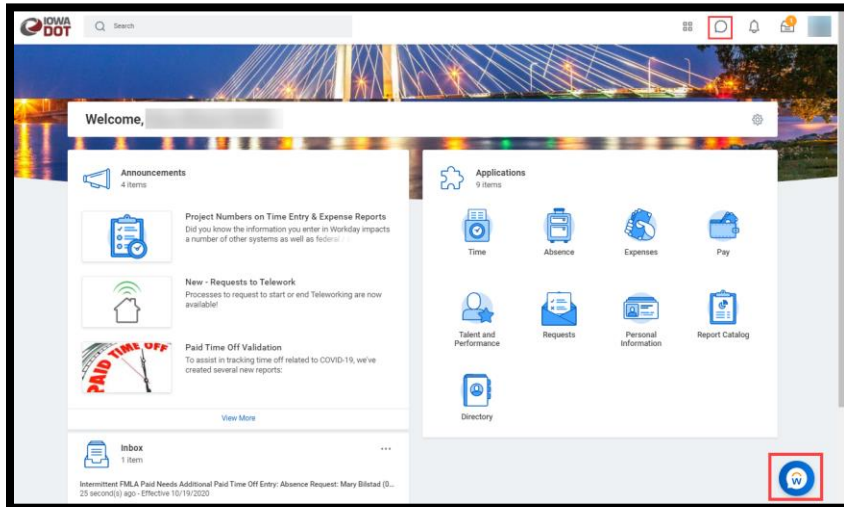



USING WORKDAY ASSISTANT

With Workday Assistant you can perform tasks such as requesting time off, viewing time off balances, giving feedback to a coworker, and viewing an employee's manager and location just by having a conversation. This interactive process will guide you through non-financial business processes.

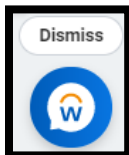
1. The Workday Assistant icon  is in the lower right corner of any page in Workday as well as the bubble icon  at the top of the page.



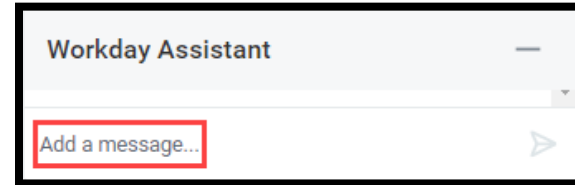
2. Click on  to request information or help.

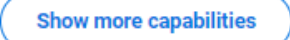


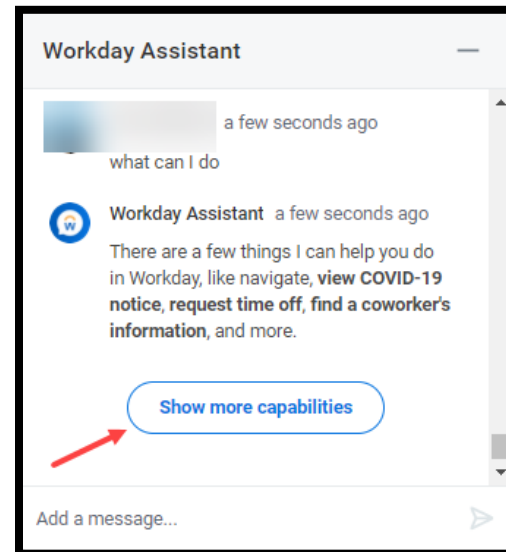
Note: You can disable the Workday Assistant and remove it from view by hovering over the icon and then clicking **Dismiss**.



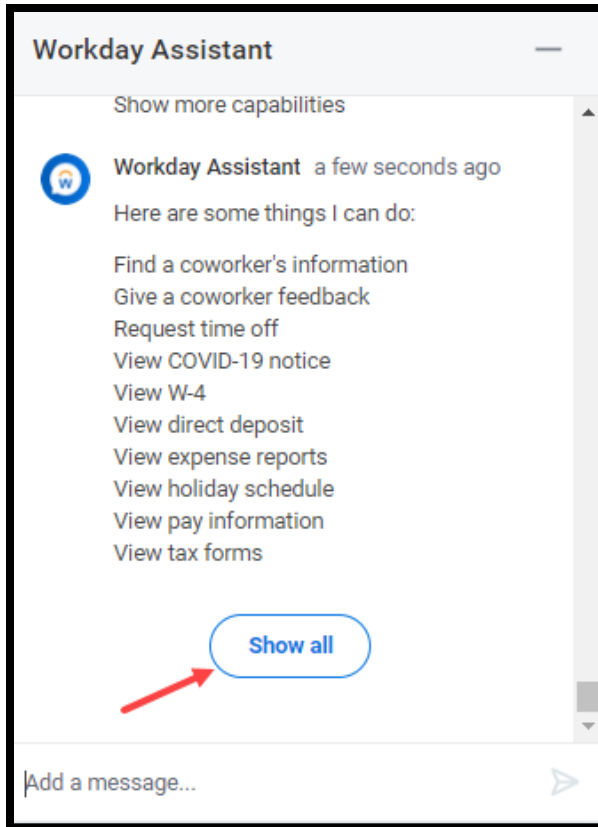
3. Type **What can I do** in the **Add a message** box



4. Click on  to get a list of options.



Note: Your options may vary as they are based on your security.



A walk-through demonstration showing how to request vacation is found starting on page 3.



Note: Click [Show all](#) to see full list of options.

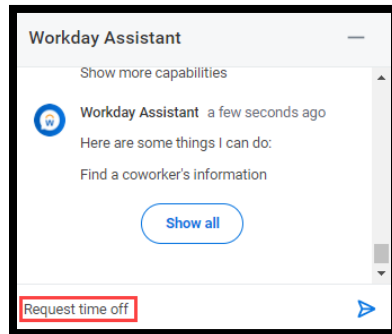
5. Using the Workday Assistant list, type a command and then follow the prompts. It's that simple!



Note: Workday Assistant will not be able to help you find your cell phone or order tacos 😊

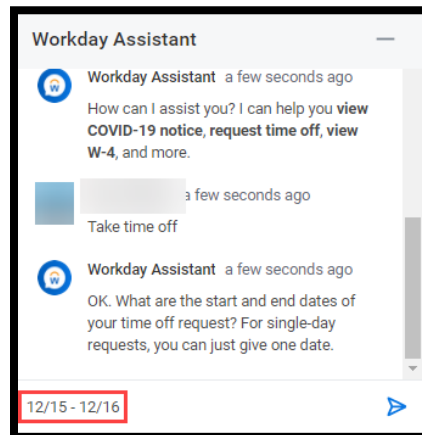
USING WORKDAY ASSISTANT TO REQUEST VACATION TIME OFF

- Type Request time off



- Press Enter

- Type the date(s) you are requesting as time off



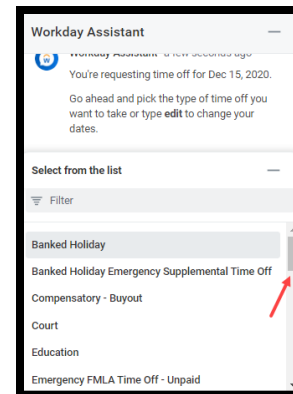
Note: If you are requesting time off for multiple days, you must use the dash (-) to separate the dates; do not use **and** or **&** or **to** (e.g., 12/15 – 12/16 **NOT** 12/15 and 12/16). Also, if abbreviating the month, do **NOT** put a period after the month (e.g., **Dec** not **Dec.**).



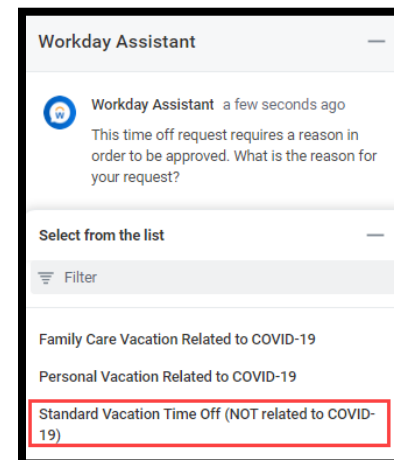
Note: If you are requesting time off for multiple days, do not include weekend or holiday dates in the time off request if those dates are outside of your normal work schedule. Your request can only include your scheduled workdays.

- Press Enter

- Select the type of time off from list (scroll down as needed)



- Select reason from list (only if time off requires a reason to be approved)



- Type in number of hours off you want to take per day



Note: You must take the same number of hours each day. So, if you want to take 4 hours off on 12/15/20 and 8 hours off on 12/16/20, you will need to enter two separate requests.

- Press **Enter**
- Review your request and select appropriate action

- If you select **Submit**, you will see an acknowledgement that your request was submitted



Note: If Workday Assistant gives you an error message, check your **Absence Calendar** to see if time off has already been requested for your selected date(s).

Date	Day of the Week	Type	Requested	Unit of Time	Reason
12/15/2020	Tuesday	Vacation	8	Hours	Standard Vacation Time Off (NOT related to COVID-19)
12/16/2020	Wednesday	Vacation	8	Hours	Standard Vacation Time Off (NOT related to COVID-19)

- If you click on the blue **Absence Request: Name (Empl #)** you will see your absence request. To see the status of your request, click the **Process** tab